

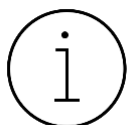
# City of Chula Vista

## Building Energy Saving Ordinance (BESO)

# How To Benchmark–2021 Pilot

### Process Checklist

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Questions? We are happy to help. Please contact us at [benchmark@chulavistaca.gov](mailto:benchmark@chulavistaca.gov)

## Step 1: Find your Building ID

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### *Where is my building ID?*

Find your building ID on the Building ID Finder [here](#). Locate your property by name or address. You will need to enter this number in future steps.

If you find don't your property listed and believe you are required to benchmark, contact the City of Chula Vista at [benchmark@chulavistaca.gov](mailto:benchmark@chulavistaca.gov).



HINT: Consider saving your Building ID somewhere handy for future reference next year.

### *What if I have multiple buildings?*

The Covered Building List may show a different building ID for each of your buildings, or it may group multiple buildings together into one building ID or into clusters of buildings.

If you find that the way the Building ID Finder groups your buildings does not align with your benchmarking data or Portfolio Manager account please:

- Email [benchmark@chulavistaca.gov](mailto:benchmark@chulavistaca.gov) and let us know how you would prefer to group them.
- Leave your building ID(s) blank for now and proceed with completing the Benchmarking process.
- The City of Chula Vista will reply, assigning you new building IDs, and provide any additional instructions.

## Step 2: Setup ENERGY STAR Portfolio Manager

### What is ENERGY STAR Portfolio Manager?

ENERGY STAR Portfolio Manager is a free web-based tool created by the EPA. Portfolio Manager rates your buildings energy performance from 1-100 by comparing your building to similar buildings across the country. The score takes into account information you provide about your building and operations.

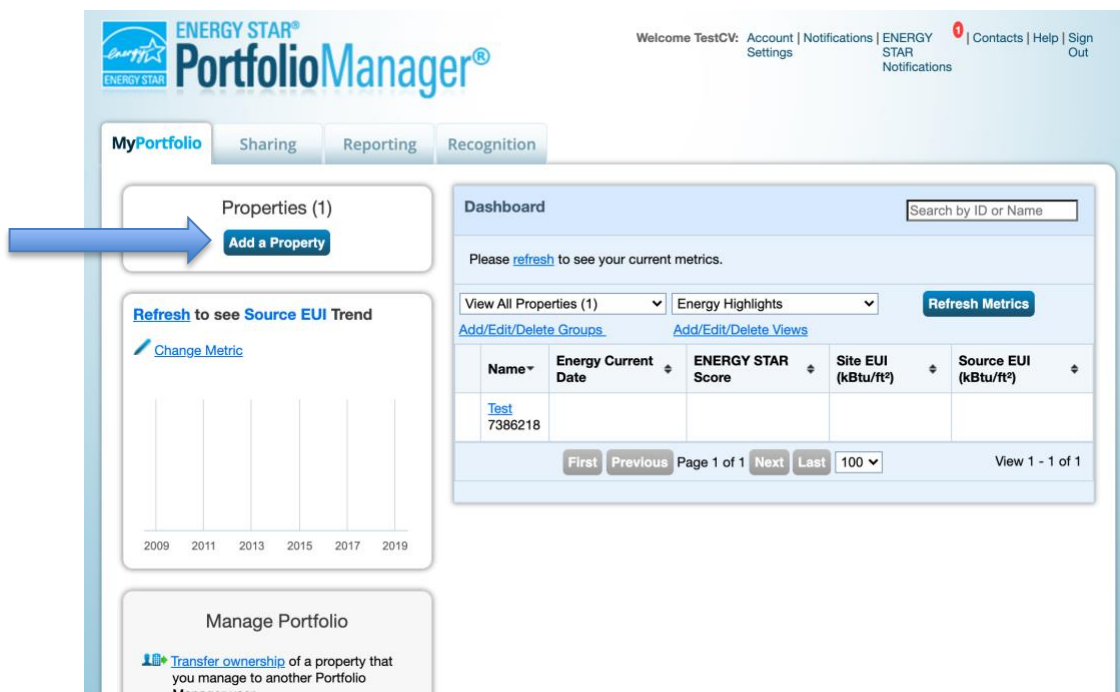
By tracking and comparing energy usage, pro-active building owners and operators can gain insights that lead to valuable energy bill savings and score improvements.

### 1 Create a Portfolio Manager account

It is free to setup an account, just register [here](#). Or if you an ENERGY STAR Portfolio Manager account, simply [log in](#).

### 2 Add your property

**Log in** to Portfolio Manager at <http://www.energystar.gov/portfoliomanager>. Next you will see the **My Portfolio** tab. Click **Add a Property**.



On the second page titled **Basic Property Information** make sure to enter your Building ID from Step 1 as shown below.

- First select **Unique Building Identifier (UBID)** in the **Standard IDs** drop-down menu.
- Then enter your Building ID from Step 1. You can find it again using our Building ID Finder [here](#).

**Set Up a Property: Basic Property Information**

Tell us a little bit more about your property by completing the information below. You will use this information to set up your property and its address.

**About Your Property**

Name: 10th Ave Retail Plaza

Country: United States

Street Address: 555 10th Ave

City/Municipality: Chula Vista

County: San Diego

State/Province: --- Select ---

Postal Code: 92102

Year Built: 1963

Gross Floor Area: 21,000 Sq. Ft. ☐ Temporary Value

Irrigated Area: 2,500 Sq. Ft.

Occupancy: 95 %

Property Photo (optional): Choose File | No file chosen

**Standard IDs**

Standard ID(s): Unique Building Identifier (UBID) ID:

Do any of these apply?

☐ My property's energy consumption includes parking areas

Back Continue Cancel

## Already have your property set up in ENERGY STAR Portfolio Manager?

If your building has been benchmarked before it should already be setup in ENERGY STAR Portfolio Manager. [Log in](#) and verify your building information is up-to-date.

In addition, on the **Details** tab for your property, be sure to verify that your Building ID from Step 1 appears in the **Unique Identifiers (IDs)** section under **Standard IDs**.

- If you see the word **None** listed next to **Standard IDs** then **Edit** to add your Building ID as a **Unique Building Identifier (UBID)**

OR

- If you see **view** listed next to **Standard IDs**, then click **view** to get the popup shown below and right so you can check that you Building ID appears with the designation **Unique Building Identifier (UBID)**.

The screenshot displays the ENERGY STAR Portfolio Manager interface. The main window shows the 'Details' tab for a property named 'Mary Jones' at 555 10th Ave, Chula Vista, CA 92102. The Portfolio Manager Property ID is 13513793. The 'Unique Identifiers (IDs)' section shows 'Standard IDs: 1' with a 'view' link. A popup window titled 'Property Details & IDs' is open on the right, showing the same property name and ID. It also displays 'Standard IDs' with the 'Unique Building Identifier (UBID): 8544JX9H+MQ-5-9-12-12'. Blue arrows point from the 'view' link in the main window to the popup, and from the 'Edit' link in the 'Unique Identifiers (IDs)' section to the 'Property Type' section below.

**Property Details & IDs**

Property Name: Mary Jones

Portfolio Manager Property ID: 13513793

Custom ID's

No Custom ID's have been created for this property

**Standard IDs**

Unique Building Identifier (UBID): 8544JX9H+MQ-5-9-12-12

Close Details & IDs

**Basic Information**

Construction Status: Test property that is one single building

Property GFA - Self-Reported: 20,000 Sq. Ft.

Occupancy: 95%

**Unique Identifiers (IDs)**

13513793

Custom IDs: None

Standard IDs: 1 [view](#)

**Property Uses and Use Details**

View as Diagram

Name	Property Use Type	Gross Floor Area	Action
Building Use	Multifamily Housing	20,000 ft²	I want to...
Property GFA (Buildings):		20,000 (used to calculate EUI)	
Property GFA (Parking):		0	

**Property Type**

Multifamily Housing

Property Type - Portfolio Manager-Calculated: Multifamily Housing

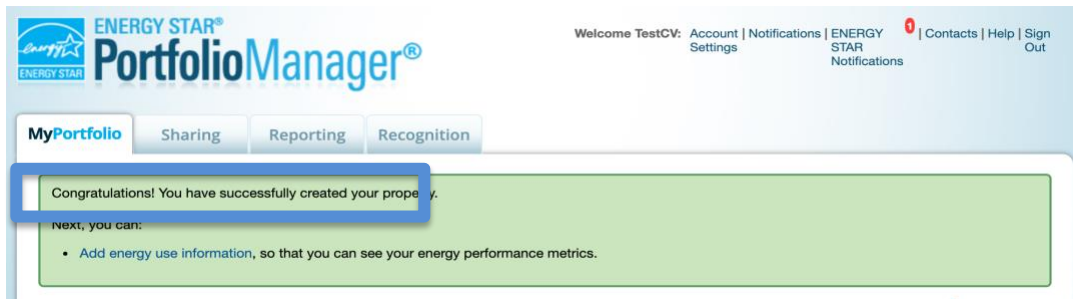
The Portfolio Manager-Calculated



Then proceed to Step 3: Add your energy data.

## 3 Proceed to the next step

Once you see the **Congratulations!** message below shown, proceed to Step 3: Add your energy data.



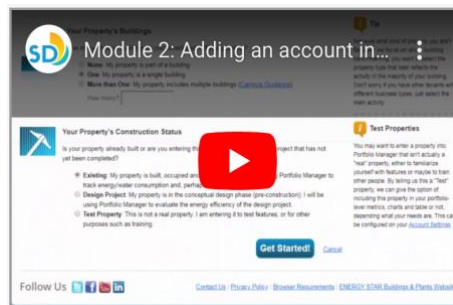
### Need Help Creating an Account?

For a helpful video tutorial created by our friends at the City of San Diego, click [here](#).



### Need Help Adding Your Property?

For a helpful video tutorial created by our friends at the City of San Diego, click [here](#).



## Step 3: Add your energy data

There are two ways to add your building's energy data to Portfolio Manager. You can request that SDG&E upload your energy consumption data automatically, or choose to input energy bill information manually.

We recommend Option 1.

### *Already connected this property to SDG&E?*

If your building has been benchmarked before you may have already established a data upload connection between SDG&E and ENERGY STAR Portfolio Manager. In that case you may skip to Step 4: Run the data quality checker.

**1**

### **Option 1: Set up a data connection between SDG&E and your Portfolio Manager account.**

#### PROS:

- Energy consumption data is automatically transferred into Portfolio Manager.
- Remains connected and automatically uploads new data each month.
- Able to handle requests for aggregated data, as well as requests for individual meter data.

#### CONS:

- Connection setup takes several steps and 24-72 hours to establish.
- Does not include utility cost and demand data, only consumption.
- While most properties are eligible.

To set up your data connection, go to [SDG&E's Benchmarking Portal](#). When done, proceed to the next step.

### *Need help with establishing a data connection?*

If you get stuck or want some extra assistance, we recommend [this helpful video](#) from our friends at the City of San Diego.



## 2

## Option 2: Enter energy bill data manually

## PROS:

- No need to go through data connection process.
- Allows you to enter and track additional data such as utility costs and demand.

## CONS:

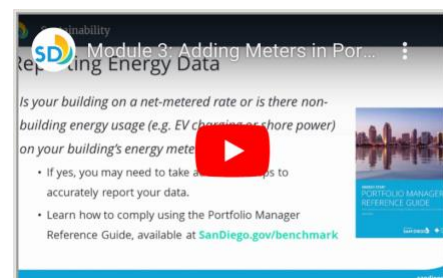
- Requires access to energy bills for all meters.
- Requires data entry to benchmark each year.

To proceed with manual entry, within your Portfolio Manager account, click either **Add energy use information**, or, on the **Energy** tab click **Enter Your Bills**. Both paths are indicated to the left.

The screenshot shows the ENERGY STAR Portfolio Manager web application. At the top, there's a navigation bar with 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition' tabs. Below this, a green banner says 'Congratulations! You have successfully created your property.' and includes a link to 'Add energy use information, so that you can see your energy performance metrics.' This link is highlighted with a blue box. Below the banner, the user's profile for 'Mary Jones' is shown, including address, property ID, and year built. To the right, there's a 'Weather Normalized Source EUI (kBtu/ft²)' section with 'Current' and 'Baseline' values both marked as 'N/A'. Below the profile, there are tabs for 'Summary', 'Details', 'Energy', 'Water', 'Waste & Materials', 'Goals', and 'Design'. The 'Energy' tab is selected. Under the 'Energy' tab, there's a 'Meter Summary' section stating '0 Energy Meters Total' and an 'Add A Meter' button. To the right, there's a 'Meters - Used to Compute Metrics (0)' section with a 'View as a Diagram' link and an 'Add A Meter' button. A large red exclamation mark icon indicates a warning: 'There are currently no energy meters entered for this property/building. In order to track energy usage and receive energy metrics, you must provide an energy meter. Enter information about your energy meters to begin tracking energy usage. After entering the meter, you will need to choose to include it in your metrics.' Below this, there's a link to 'How to get Utility Data into Portfolio Manager' and a note about San Diego Gas & Electric's direct data integration. At the bottom of the 'Meter Summary' section, the 'Enter Your Bills' button is highlighted with a blue box.

## Need help entering billing data or adding meters?

Our friends at the City of San Diego have created a [helpful overview video](#).





## Step 4: Run the data quality checker

The data quality checker will review your building and energy data to make sure you have all the necessary elements to submit your benchmarking report.

### 1 Select the property and click 'Check for Possible Errors'

After you have logged into your ENERGY STAR Portfolio Manager account, on the [MyPortfolio](#) tab, click your property name on the [Dashboard](#). Then scroll down and click the button [Check for Possible Errors](#).

### 2 Select Timeframe and click 'Run Checker'

The data quality checker reviews 12 months of data. Choose the appropriate year-ending date for the year you are reporting. For example in 2021, you are required to submit data for the year 2020. So you would select [Dec 31](#) in the first drop down field, and [2020](#) in the second.

Then click on the [Run Checker](#) button.

Select Timeframe & Run Checker

We check data for a full year (12 months) of meter consumption and Property Use Details (called a [Metric Year](#)). Select a [Year Ending Date](#) and click "run checker" to see possible data issues.

Year Ending:   [Run Checker](#)



#### About Timeframes

The Data Quality Checker needs one full calendar year of [Property Use Details](#) and [meter](#) information for most checks. Otherwise, we will show you basic alerts to let you know what's missing.

### 3 Review the alerts

The data quality checker will potentially display two types of alerts. Next to the alert symbols you will find tiny triangles that you can click to expand and display a complete explanation.



Any red alerts must be fixed before you can submit your benchmarking report.



Yellow alerts warn of possible issues. Please review these and fix them where appropriate. Note that water meters and water data are not required by Chula Vista.

After addressing all red alerts and reviewing the yellow ones, click the [Run Checker](#) button again to assure the intended alerts are fixed.

## Step 5: Submit Benchmarking Report

Now you are ready to submit your benchmarking report electronically to the City of Chula Vista!

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### Click the Chula Vista reporting link for the appropriate benchmarking year

ENERGY STAR Portfolio Manager can submit the required data to the City of Chula Vista automatically. To start, click the reporting link for the correct year.

The link for submitting the 2021 benchmark report to the City of Chula Vista (using 2020) data, is below.

<https://portfoliomanager.energystar.gov/pm/reports/template/3310813/share/ebbae519-f8de-4384-a182-c9d831776b67>

You may find reporting links for other years on our site here.

<https://www.chulavistaca.gov/benchmarking>

After clicking the reporting link, you may be asked to log in to your ENERGY STAR Portfolio Manager account once again.

2

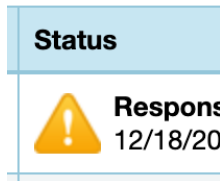
### Generate a preview of your response

Next you will come to a page titled **Respond to Data Request...** Scroll down and complete the fields. Note that the **Timeframe** field is already completed for you and cannot be changed. Then click **Generate Response Preview**.

The screenshot shows a web form titled "Respond to Data Request...". At the top, it asks "Who is this data being submitted on behalf of?" with two radio buttons: "myself" (selected) and "someone else". Below this is a section titled "Your Response" with the heading "Select Information to Include:". It contains three fields: "Timeframe:" with a dropdown menu set to "Single Year", a date picker set to "Dec 31", and a year dropdown set to "2019"; "Properties:" with a dropdown menu set to "- Select Number of Property(ies) -"; and a "Generate Response Preview" button with a "Cancel" link. To the right of the form, there is a "Previewing Reports" section with a blue information icon and text explaining that selections here will include specific properties and timeframes, and that the preview is for informational purposes only. At the bottom of the form, there are social media links for "Follow Us" (Twitter, Facebook, YouTube, LinkedIn) and a footer with links for "Contact Us", "Privacy Policy", "Browser Requirements", and "ENERGY STAR Buildings & Plants Website".

### 3 Locate Draft Response and Submit

On the following screen scroll down to find the **Templates and Reports** section. You will see the Chula Vista data request draft response in the top row.

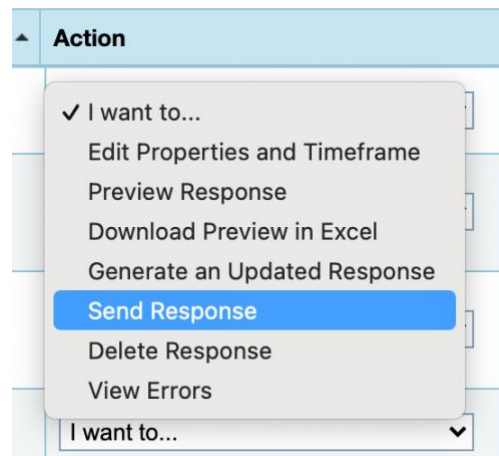


If you see a yellow alert in the **Status** column, you still have some unresolved errors. Click the **I want too...** drop-down menu under the **Action** column, and select View Errors. Follow the on screen instructions to resolve them.



If your response generated successfully, you will see a green document icon with a check mark. From here you may preview, download, or edit your response.

When you are ready, go ahead and select Send Response as shown to the right.



On the following screen complete the three final steps and click **Send Data** to send your submission. You will see a green confirmation message and receive a confirmation email.